

Résumé Worksheet

Completing this worksheet is your first step to writing a professional resume. Answer the questions in each section as thoroughly as possible. If you need more space, use an extra sheet with your answers keyed to the question number.

Your Name: _____
Address: _____
City, State Zip: _____
Phone: _____
E-mail: _____

A. The **Work History** section of your résumé will look like the example below. Be sure to list work dates, companies, cities, titles and work done. Describe what you've done on the job, not just your responsibilities. Use numbers and details wherever possible to illustrate the value.

Work History Example

SELECTED PROFESSIONAL ACCOMPLISHMENTS

1999–2003 Arbor Shoes Southridge, WA

National Sales Manager

- Increased sales from \$50 million to \$100 million
- Doubled sales per representative from \$5 million to \$10 million
- Suggested new products that increased earnings by 23%

1993–1999 Ferguson and Bardell Southridge, WA

District Sales Manager

- Increased regional sales from \$25 million to \$350 million
- Managed 250 sales representatives in 10 Western states
- Implemented training course for new recruits, speeding profitability

1989–1993 Duffy Vineyards Southridge, WA

Senior Sales Representative

- Expanded sales team from 50 to 100 representatives
- Tripled division revenues for each sales associate
- Expanded sales to include mass market accounts

1985–1989 LitWare, Inc. Southridge, WA

Sales Representative

- Expanded territorial sales by 400%
- Received company's highest sales award four years in a row
- Developed Excellence In Sales training course

Question #1: What is your work history? List work dates, companies, cities, titles and accomplishments. Remember to include volunteer work as well.

Dates: _____
Company Name: _____
City, State: _____
Job Title: _____
Your accomplishments: _____

Dates: _____
Company Name: _____
City, State: _____
Job Title: _____
Your accomplishments: _____

Dates: _____
Company Name: _____
City, State: _____
Job Title: _____
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Dates: _____
Company Name: _____
City, State: _____
Job Title: _____
Your accomplishments: _____

B. The **Skills** section of your résumé will look like the example below (Note: Your education and training come under Question #3).

Job Related Skills Example

SOFTWARE AND SPECIAL SKILLS

- Windows, Microsoft Office, MS Access, Contact, Adobe Photoshop
- Intuit Quick Books, Peachtree Accounting
- Office Administration: Supervise staff for filing, appointment management, travel arrangements and reimbursement
- Customer Relations: Receive, answer, delegate mail; resolve conflicts

Question #2: What are your job-related skills? List your pertinent job-related skills including licenses and certifications.

C. The **Education** section of your résumé will look like the example below.

Education and Training Example

EDUCATION AND TRAINING

1981–1985 Southridge State University Southridge, WA

- B.A., Business Administration and Computer Science
- Graduated Summa Cum Laude

Question #3: What education and training would you like to include on your resume?

D. The **Awards and Honors** section of your résumé will look like the example below. Please list awards, honors and affiliations. Include professional and occupational societies and organizations, if you belong to them.

Awards, Honors and Affiliations Example

AWARDS, HONORS AND AFFILIATIONS

- Southridge Rotary Club: "Outstanding Volunteer", 1998
- National Viniculture Society: "Salesman of the Year", 1992

Question #4: What awards, honors and affiliations do you have to highlight on your resume? Remember to include professional and occupational societies that you belong to.

E. The **Summary** section of your résumé will look like the example below. The Summary appears at the top of your résumé, to capture the attention of the reader and to tempt him or her to read further. **It's a very important part of your résumé** (Answer Questions 5-8 below to assist you in writing your professional summary).

Summary Example

SUMMARY

- Seeking **Account Manager** position with innovative solutions-oriented technology company
- Sales and marketing professional with nearly 20 years of progressive experience in a broad range of industries
- Excellent strategic planning, problem solving and human relations skills
- Creative, flexible and hard working
- Skills and experience have contributed to enterprise performance, market leadership and growth

Your occupation description - List multiple occupations if they apply. Some examples:

- Broad ~ Accounting professional, Sales Associate, Marketing professional, Medical professional, Administrative assistant, Cashier, Secretary
- Narrow ~ Tax accounting professional, Retail sales associate, Automobile salesperson, Emergency room nurse, financial administrative assistant, Fast-food cashier, Legal secretary

Use a broad description if it fits the range of your job experience. Use words recognized as positive in your occupation. Seek out and read job advertisements and postings to find words that best fit what employers want in your field. In your résumé, your description will change to fit the exact title of each different job advertisement or posting to which you reply, and to fit different job objectives in your search.

Question #5: What words best describe your occupation?

Now list your personal abilities. Include what you do well, what you enjoy doing and what gives you a sense of accomplishment. These descriptions will help you build a strong, personalized and competitive résumé.

Question #6: What life experiences and personal qualities do you have that relate to what employers are looking for?

Question #7: What job-related traits and characteristics do you have to help build your Summary statement?

Question #8: What contributions and/or benefits did you make to employers, organizations and businesses?
